

Using General McLane Webmail

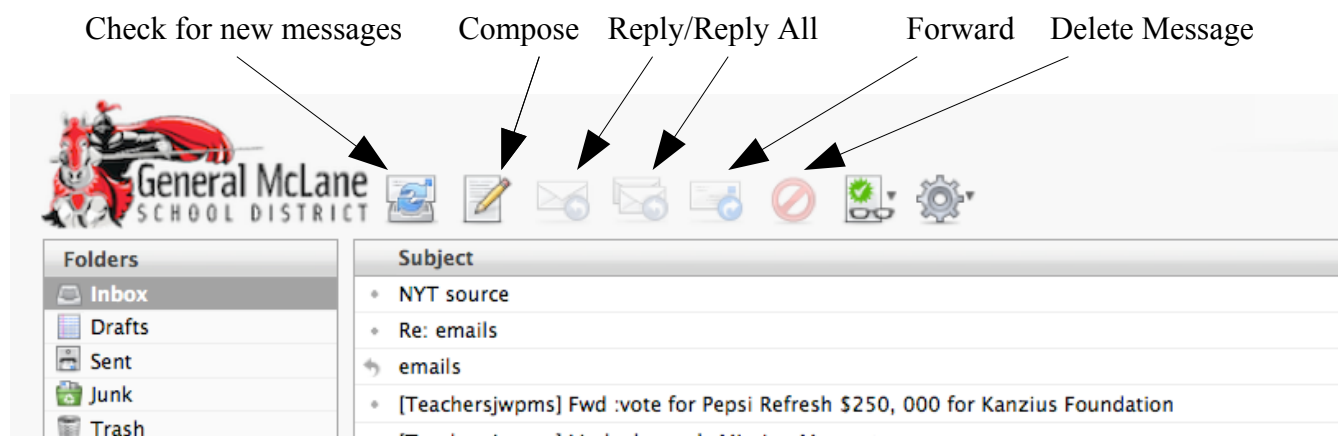
You can check your email at school or at home (or anywhere you have Internet access) by using General McLane Webmail. Launch your browser and go to <https://mail.generalmcclane.org>.

Log In

Your username will be your lastname.first initial (for example, Smith.a)
Your password is your email password.

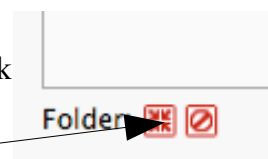
Display

The webmail window is much cleaner and easier to use. You will see your folders listed at the left, and the mail messages to the right. Simply click on the message and it will display in the preview pane below the message list. Double-click on the message, and the message will fully open (message list hidden); click the green arrow in the toolbar to go back to the message list.



To delete a message, click on it once to select it—then click the Delete Message Button.

To empty the contents of a folder, such as Sent, Junk, and Trash, click on the Trash folder. Click the Empty button in the lower left-hand corner of the window (at the bottom of the folders pane).



To keep your email account operating smoothly, you should delete unwanted email messages, then empty your Sent and Trash folders periodically.

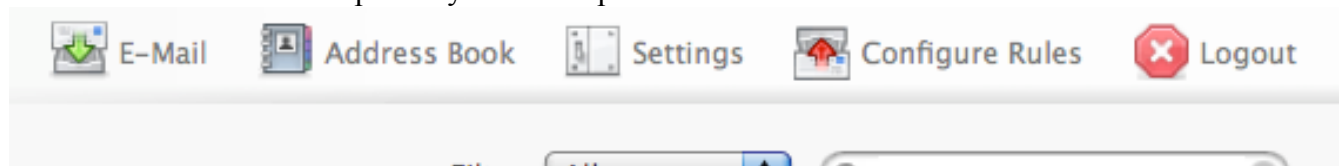
Address Book

You can import your contacts from your Address Book App to the Webmail application. Here's how:

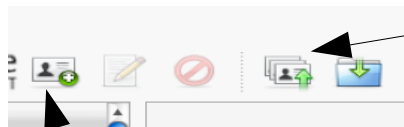


Launch Address Book.

Go to File, Export, Export vCard
The file will export to your desktop.



Back in Webmail, click on Address Book.



Click on Import Contacts

Browse to the file on your desktop. If you want that file to replace all your contacts, place a check mark next to “Replace the entire address book”.

To add an address one at a time, click the Create New Card Contact button.

Fill in the required information, click Save.

Configure Rules

You can also create rules to automatically get rid of annoying or unwanted messages.

Click on the Configure Rules button.

Select the sender information and the place you want to send the message to. Click Add Rule.

From this window, you can also enable the Vacation Notice notification to use if you are away from your email for a period of time.

Click the “Back to WebMail” button to go back to the mail message list.